

7 March 1963

MEMORANDUM FOR THE RECORD

25X1 1. I spoke with [] on 6 March 1963 about my memorandum of 12 January 1963 on fitness reports, and General Carter's subsequent memorandum of 11 February 1963.

25X1 2. [] said he had not seen the 12 January memorandum, but was thoroughly familiar with the Deputy Director's. He commented that there was a considerable difference of opinion in the DD/P on the whole subject of fitness reports, with particular emphasis on whether or not these reports should be shown to a chief of station while in the field. He said a great deal of thought had been given to establishing a procedure whereby DD/P can comply with the regulation requiring submission of annual fitness reports on all of its personnel and he believed that a workable solution had been developed.

3. At a recent staff meeting Mr. Helms had referred to General Carter's memorandum and made it clear that each supervisor will be personally responsible for the submission of fitness reports on his people as required by Agency regulations. Fitness reports will be prepared on chiefs of stations and discussed with them upon their return to Headquarters, either PCS, home leave, or TDY. Obviously if the COS fails to perform satisfactorily, gets in trouble, etc., immediate appropriate action will be taken.

25X1 4. I told [] this procedure if followed would meet the criticism expressed in my memorandum.

[]
J. G. Earman
Inspector General

25X1

JSE:cm